

**APPLICATION FOR REASSIGNED TIME
FOR SCHOLARSHIP, RESEARCH, AND CREATIVE ACTIVITIES
Tenured and Tenure-Track Faculty**

Reassigned time is offered for academic activities leading to the publication of refereed articles, juried/professionally displayed products, and books by tenured and tenure track faculty. The scholarly product(s) should be submitted no later than one year from the award date to the Department Head/Director. This program is not designed for reassignment for administrative, teaching, or service activities. All approvals are contingent upon available personnel resources to cover instruction.

Name	Department	Semester	Year	Semester Hrs

Purpose of Reassigned Time Request (Describe the tasks to be accomplished, how task(s) relate to goals and objectives of the department and the college, and who will be responsible for evaluating the final product) Attach additional sheets if needed.

Date of most recently approved release (if never received put N/A)? _____

Brief report of progress

To Be Completed by Department Head

Cost to cover reassigned load (pt faculty, overload, etc. \$2,475 terminal degree or N/A): _____

	Approve	Deny	Signature	Date
Department Head				
Dean				
Provost Office				